


Course Title	Move Into – Teaching Assistant					
Course Description	<p>This course is an introduction to the knowledge and understanding needed to work in a school or college environment, focusing mainly on the role of teaching assistants.</p> <p>Whether retuning to work after raising a family or seeking new challenges, this course is aimed for learners who would like to consider working as a teaching assistant or other similar, support roles within an education setting. You will need to be highly motivated with a very positive attitude, ready to engage with others in the class and be able to work independently.</p> <p>This course will give you a good understanding of how schools and colleges operate, and the varied roles within them, whilst also improving your knowledge and confidence to complete a job application pack, update your CV and prepare for potential interviews.</p> <p>This course will be delivered in the Blue Space in Cambourne, with a scheduled site visits to Comberton Village College during some of the sessions.</p>					
Start Date	2 nd June 2026	Day & Time	Wednesday 10am	Venue	The Blue Space Cambourne	
Tutor Details	Anna Robertson-Bilen – 20+ years teaching in primary and teaching ESL to all age groups. Anna is currently and adult education tutor teaching Functional Skills English & maths, whilst also running further employment skills courses based predominately in Cambourne.					
No. of wks	7	Terms		1		
Fee	FREE*/86 See eligibility criteria below	Concessionary Fee		FREE*/£65 See eligibility criteria below		
Course Level:	Mixed ability					
	Level 1, Level 2 (equiv. to GCSE / NVQ2)			Level 2 English		
	Level 3 Equivalent GCE A Level					
Skills or qualifications needed for entry into the class			Full commitment to the course, a willingness to take part in class exercises and to work independently. You should also have a good understanding of the English language both written and spoken.			

	<p>Please note many roles within an education setting, currently require a pass in English and maths at GCSE or equivalent level.</p> <p>A positive attitude and personal learning directive are needed on this course. Good listening skills, a willingness to share ideas on how to develop your current skills set. An aim to independently manage your own personal research, for example looking into job roles, whilst using the internet.</p>
Course aims & objectives	
<ul style="list-style-type: none"> • Discover what a teaching assistant does and identify if this is the correct career choice for you • To provide the learners with a good understanding of how schools and colleges operate and the different departments within these organisations • Understand safeguarding policies and procedures for young people and vulnerable adults • Develop good communication skills to work alongside and build relationships with children, young people and adults within an education setting • Investigate the different areas and departments within schools and colleges and their associated job roles • Learners will be involved in various group activities from whole class to paired work and will have the opportunity to contribute by way of discussions and presentations. • A CV or job application is your chance to show an employer your skills and experience, so you can confidently apply for the jobs you want. This course will also focus on completing an application pack for advertised job roles and help you improve your interview techniques 	
Progression – after this course what might you do next?	
<p>Study for an English or maths GCSE or functional skills Level 2 programme. Level 2 or 3 Certificate in supporting teaching and learning.</p>	
How progress & success will be recorded	
<p>Your progress will be regularly reviewed and recorded with the tutor. You will also have an independent learning plan which you will fill in every week to map your learning journey with us. Independent Learning Plans (ILPs) will be used for you to monitor your progress with your tutor's guidance.</p> <p>Discussion with the tutor will help you feel confident with your next steps, on completion of this course.</p>	
Additional course costs (e.g. visits, materials, books, equipment)	
None	
Materials/equipment required for first class	<p>You must bring photographic ID and attend an enrolment & assessment session before the start date of the course.</p> <p>Please contact our office for further details</p>

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Contact for further information	Adult Education: 01223 264721 commed@combertonvc.org

Funding

This course is funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills.

A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

Eligibility criteria *

To qualify for a FREE place on this course, you must be eligible for us to claim funding to cover the costs. The eligibility criteria are as follows:

- The Authority has introduced the earnings threshold as part of a new eligibility criteria that enables you to be fully funded if you earn below £30,491, on the start date of the course
- Aged 19 or older on 31 August 2025
- You are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK **AND**
- have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning (currently does not apply to Afghanistan, Hong Kong and Ukraine)
- Funding is limited for this course and you must have a high level of attendance
- You must complete an enrolment form to join the course and an individual learning plan (ILP) on a weekly basis

If you do not qualify for a free course, then you can attend by paying the relevant fee. Please note, we can arrange a payment schedule of instalments for this course.

Enrolment and payment

Enrolments in person, for all our courses, can take place from our office based at Comberton Village College. Please note, the quickest way to enrol onto a class will be to visit our website and follow the online booking links from there. Enquiries can also be made by emailing commed@combertonvc.org or calling our office on 01223 264721.

We are a cashless school. We accept card and cheque payments (made payable to The Cam Academy Trust), from our office based in Comberton Village College. Online enrolments can be paid directly in GBP (Sterling) via a secure server over the internet by debit or credit card. Online enrolment will ask for additional information that will enable us to register you, on your chosen course and allocate your payment accordingly.

Your debit/card details will be encrypted via a payment processing company Stripe, payment information is not held on college servers. If you are paying online for a course, you will also be asked for contact information to be provided. This information will be held by the college, so we are able to contact you if required.

For further information on Stripe and its privacy policy

<https://stripe.com/gb/privacy>

For further information on how we use your data

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Secure payment links for courses, can also be sent out via emails or text messages. This process would involve you being notified in advance, of a secure link due to be sent shortly afterwards. If required card payments, in person, can also be taken at the beginning of each term, via a portable payment system.

Refunds

If you choose to withdraw your booking, at least 2 weeks before the start date of a course, a refund will be given, minus a £5 administrative charge. Refunds are only available in the event of course cancellation or early closure from the college.

Classes cancelled by the college due to unforeseen circumstances, will be replaced with an extra class at the end of the course, whenever possible. For comprehensive details, please refer to our fees and refund policy which can be found on our website.

Concessionary Fees

A 25% discount is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP/PIP), evidence must be provided on enrolment. Most of our courses display two fees, the concessionary fee is the lower amount advertised. It is also possible to pay the fees for a course by instalments, please contact us directly for details.

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2025). We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search their website **www.cambsals.co.uk** for details of all their funded courses.

Safeguarding Statement

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

Calendar (Please check start date of specific courses)

Autumn Term Half term 27th Oct – 31st Oct 2025

Spring Term Half term 16th Feb – 20th Feb 2026

Summer Term Half term 25th May – 29th May 2026